

CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Monthly Protocol Account Report

MEETING DATE: March 19, 2003

PREPARED BY: City Clerk

RECOMMENDED ACTION: None required, information only.

BACKGROUND INFORMATION: The City Council, at its meeting of July 19, 2000, adopted Resolution No. 2000-126 approving a policy relating to the City's "Protocol Account." As a part of this policy, it was directed that a monthly itemized report of the "Protocol Account" be provided to the City Council.

Attached please find the cumulative report through February 28, 2003.

FUNDING: None required.



Susan J. Blackston
City Clerk

SJB/jmp

Attachment

APPROVED: _____

H. Dixon Flynn -- City Manager

PROTOCOL ACCOUNT SUMMARY
Cumulative Report
July 1, 2002 through February 28, 2003

Date	Vendor	Description	Amount	Balance
				Starting Bal. \$22,000.
07-09-02	Village Flowers	Wreath on behalf of Council and residents of Lodi – for Vietnam Moving Wall event at Cherokee Memorial Park	253.21	
08-15-02	Smart Foods	Two potted plants and one dozen roses in vase -- for Volunteer Recognition event on 08-15	47.38	
08-15-02	Arthur's	Six balloons – for Volunteer Recognition event on 08-15	10.83	
08-22-02	Wine & Roses	Balance due for services – Volunteer Recognition event on 08-15 (Total = \$5,455.03)	266.34	
08-28-02	City Finance Dept.	#25 City pins for Mayor to give to students	20.75	
08-29-02	Office Depot	Paper and sign holders for 9/11 proclamations to New York & the Pentagon	37.55	
09-04-02	Office Depot	Paper & 6 instruction sign holders for 9/11 proclamations to New York & the Pentagon	38.50	
09-09-02	Lodi News Sentinel	Public advertisement inviting signatures on 9/11 proclamations to New York & the Pentagon	142.20	
09-12-02	Jo-Ann Fabrics	Ribbon for proclamations	6.11	
09-17-02	Cook's Printing	Binding x2 for 9/11 proclamation booklets to New York & the Pentagon	10.78	
10-02-02	L'Opera Restaurant	League of California Cities dinner meeting w/Debbie Olson, LCC representative	15.34	
10-18-02	Stickers Galore	Grape stickers for youth visitors	12.95	
10-18-02	Eagle Mountain	#350 U.S. flags for the Grape Festival Parade	140.00	
11-04-02	Boise Cascade	Gold seals, 4 pkgs	5.96	
11-05-02	Lakewood	Clock and box w/grape theme – outgoing gifts for A. Nakanishi & P. Pennino	167.98	

11-21-02	Staples	Specialty paper & envelopes x #840 for City Employee Holiday Reception Invitations	97.81	
11-21-02	Guiffra's Party Rentals	Chair covers, sashes, table linen, napkins – Council Auction dinner 11-16-02	54.27	
11-22-02	Ross	Crystal glassware service for eight (for next Council Auction Dinner)	43.08	
11-27-02	Lasting Impressions	Four engraved plates for outgoing gifts for A. Nakanishi & P. Pennino	47.41	
11-27-02	Lasting Impressions	Two community service awards & perpetual plaque	78.19	
11-27-02	A Touch of Mesquite	Catering services for 12-4 Council Reorganization Reception	1,072.00	
11-27-02	Black Tie Gourmet	Catering services for 12-19 Employee Holiday Reception	1,500.00	
11-29-02	Tuxedo's	Shirts and cummerbunds rentals for 11-16 Council Auction Dinner	20.00	
11-29-02	City – Finance Dept.	Eight Lodi pens for 11-16 Council Auction Dinner	74.00	
11-29-02	Fred's Cigars	Cigars & cutters for 11-16 Council Auction Dinner	82.86	
11-29-02	Wal-Mart	Fabric, favors, candles for 11-16 Council Auction Dinner	58.54	
11-30-02	Raleys	Gift box for A. Nakanishi gift	7.53	
12-04-02	Walgreens	Film development for P. Pennino gift	21.77	
12-05-02	Lodi Avenue Liquor	Wine, ice, soda for 12-4 Council Reorganization Reception	184.28	
12-13-02	Rollin In Dough	22 dozen cookies for 12-19 Employee Holiday Reception	199.00	
01-08-03	Finance Department	City of Lodi Pins For 1-9-03 CVD Dinner	123.00	
01-08-03	Purchasing Dept.	Two boxes name tags For 1-9-03 CVD Dinner	63.10	
01-13-03 MasterCard payment date	Longs	Photo corners and gift wrap for 12-4 Council Reorganization	9.45	
01-15-03 Date of Council Action	Fund Transfer	To reconcile balance in trust account for expenses related to the 1999 CVD dinner	3,912.56	
02-19-03	San Joaquin Council of Governments	3-7-03 Regional Awards Dinner; fee for two students of the Storm Drain Detectives	100.00	
			<i>Total Expenditures:</i> (\$8,924.73)	<i>Ending Bal.</i> \$13,075.27